



DURHAM COLLEGE

STANDARD DEFINITIONS

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To propose changes or edits to this document, please contact Melissa Pringle, Corporate and Secretary at 905.721.2000 ext. 3292 or melissa.pringle@durhamcollege.ca.

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Academic Freedom

Academic freedom includes the right to enquire, investigate, conduct research, pursue, teach and communicate freely about scholarly matters without fear of impairment to position or other reprisal.

Academic Integrity

Academic integrity refers to the pursuit of scholarly activity in an open, honest and responsible manner. Breaches of academic integrity refer to a variety of practices including, but not limited to: copying another person's work; using unauthorized materials or resources during an evaluation; obtaining unauthorized copies of evaluations in advance; collaborating without permission; colluding or providing unauthorized assistance; falsifying academic documents or records; misrepresenting academic credentials, buying, selling, stealing or soliciting, exchanging or transacting materials or information for the purpose of academic gain; bribing or attempting to bribe personnel; impersonation; submitting the same work in more than one course without authorization; improper use of computer technology and the internet; depriving others of academic resources; misrepresenting reasons for special consideration of academic work; plagiarizing or failing to acknowledge ideas, data, graphics or other content without proper and full acknowledgement; and any unauthorized use of generative or other artificial intelligence.

Academic Program of Instruction

Academic Programs of Instruction outline the full composition of a DC program offering, and are built in alignment with and adhere to the Ontario Qualifications Framework. Programs of Instruction comprise, but are not limited to the Faculty offering, program description and program learning outcomes, the program of study, delivery mode, work integrated learning (WIL) opportunities, accreditations, and admission, advancement and graduation requirements. The Program of Instruction maps out the requirements that lead to the awarding of one of the following credentials: Recognition of Achievement, Durham College Certificate (Local Board), Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, Ontario College Graduate Certificate, Baccalaureate Degree or Honours Baccalaureate Degree.

Academic Progression Status

Defines the level of achievement within a full-time program.

There are three levels of academic progression and these are dependent upon a student's SGPA.

For certificate, diploma, advanced diploma, graduate certificate and degree programs, progression requirements are based upon the principle that for most programs, students must achieve a PGPA of 2.0 to be eligible to graduate. The academic progression status is defined as follows:

- Good Standing SGPA \geq 2.00
- On Probation SGPA \geq 1.00 and $<$ 2.00
- Academic Suspension SGPA $<$ 1.00

Access

Access refers to freedom of entry onto, into and use of College property, facilities and resources consistent with an individual's need and the College's need.

Access Control, Role-Based

Role-Based Access Control refers to a system of permissions where access to a specific resource is defined by permissions assigned to specific roles; a role is given to a user based on the user's position in the organization.

Access Copyright

A collective society that administers the rights to copyrighted works created by writers, visual artists, and publishers across Canada and internationally.

Accessibility Coach

This position works in the Access and Support Centre to assist students with exceptionalities in identifying a pathway to educational equity and implementing strategies for successful completion of their College goals.

Accessible

Services or goods that are capable of being understood or appreciated; capable of being reached, or entered; obtainable; usable by persons with disabilities.

Accessible Formats

Accessible format refers to materials that have been converted to alternative formats to be universally accessible for persons with disabilities/exceptionalities. May include, but are not limited to, large print, recorded audio and electronic formats, Braille and other formats usable by persons with disabilities.

Accommodation, Employees

The change of work or work methods in order to assist an employee to perform the duties and responsibilities of their role, without causing undue hardship for Durham College or other employees.

Accommodation, Interim

Temporary accommodations provided while a student and their Accessibility Coach determine reasonable and necessary permanent accommodations.

Accommodation, Retroactive

Requests for an accommodation that arise after a deadline or the completion of a test, academic milestone, or course.

Accommodation, Students

Individualized assistance, support or other help to assist students in meeting program or course requirements, or accessing Durham College's services, without causing undue hardship for Durham College.

Active Learning

Active learning is the process of learning new ideas, skills and attitudes by doing, performing, and taking action. The action can be either mental or physical and can include, but is not restricted to, devices such as games, simulations, introspection, and role playing.

Advanced Standing

Admission to a second or higher term or year of a program because transfer credits were granted for courses completed at another institution.

Advertising

Advertising refers to the paid promotion of Durham College and its offering to its target audiences.

Aegrotat Designation

Defined as a non-numeric passing grade used as credit towards graduation requirements, but not used in SGPA and PGPA calculations. Aegrotat designation is applied only in exceptional circumstances and is represented as AEG on official transcripts.

Affiliated Partners

Organizations with long-standing, comprehensive business or community relationship with the College.

Affiliated Colleagues

- Current Durham College contract employees;
- Employees of campus contractors – limited to food services, security, housekeeping and the police learning centre;
- Immediate family members of Durham College full-time employees (spouse or spousal equivalent, and dependent children); and,
- UOIT full-time employees.

Alcohol

Alcohol includes, but is not limited to spirits, wine, beer, coolers, and liqueurs.

All Gender

A descriptive phrase denoting inclusiveness of all gender expressions and identities. It is also defined as being free of explicit or implicit reference to sex or gender.

Alumni

A person who has successfully completed a Durham College postsecondary diploma, certificate program, graduate certificate program, Skilled Trades and Apprenticeship program, degree, a person who has completed a continuing education program that meets the criteria for attending convocation ceremonies or, a person who has been granted Honourary Credential status by the Alumni Association Board of Directors.

Alumni Association

Alumni Association and its Board of Directors refer to the body that works with the Alumni office to provide programs and activities that will regularly serve alumni and create new partnerships that will benefit members. As a member of the Durham College family, the association supports the goals of the College and represents the views and needs of alumni.

Alumni Record

Alumni record refers to the graduate's current personal and professional status and contact information as known by the Alumni office.

Amortization

Amortization refers to the accounting process used to record the reduction in the value of an asset due to usage, passage of time, wear and tear, technological outdateding or obsolescence, depletion or other such factors.

Annual Program Review

Annual Program Review (APR) is a self-study process which consists of an assessment of the current quality of the program using established criteria within the APR report template. The APR process is conducted by the executive dean/associate dean/dean/director (or designate) and the program faculty members and is guided by the mission and strategic plan of the College. The APR process includes the collection and analysis of information relevant to the academic program and a critical self-assessment against set criteria with the intention developing a set of recommendations to be implemented, as needed.

Application Cycle

The application cycle is defined from September to the following August, including the September, January and May intakes.

Apprenticeship

Apprenticeship refers to the classroom portion of a program leading to certificate of qualification in a skilled trade.

Approved Program Duration

The duration of the program as submitted to and approved by the Ministry at the time funding approval was granted.

Approved Scanning Vendor

The Approved Scanning Vendor is an external organization approved by the PCI Council to conduct external vulnerability scanning services for the purpose of auditing adherence with the PCI DSS standard.

Approver

The supervisors, starting with the immediate supervisor, up the chain of command to the appropriate level of signing authority for the expenditure.

Articulation Agreement

Official agreement between two (bilateral) or more (multilateral) post-secondary institutions that defines the terms and conditions enabling students to transfer between specific programs. These agreements may also determine which courses or programs taken at the sending institution will apply to graduation requirements at the receiving institution.

Asset

Asset refers to any College-owned or leased equipment, vehicle, machinery, supplies, tools, materials, furnishing, computers and any other items of a capital nature belonging to the College.

Asset Management

Asset management refers to any system that monitors and maintains things of value to an entity or group; in this case moveable IT assets. Asset management is a systematic process of deploying, operating, maintaining, upgrading, and disposing of assets cost-effectively.

Assessment, Authentic

Authentic assessment refers to a form of assessment that asks students to perform real-world, complex tasks that demonstrate meaningful application of essential knowledge, skills and attitudes.

Audit (a course)

Registrant is not eligible for course credit, grading or evaluation. Students seeking to audit a course must declare their intent at the time of registration and will receive this designation upon course completion.

Authentication Factor

An Authentication Factor is a method used to prove the user of a resource is permitted to use the said resource. Examples include a Password, an authentication token or a biometric characteristic.

Author, Policies and Procedures

The Author is the individual tasked with writing the Policy or Procedure.

Balancing of Cash Receipts

Balancing of cash receipts refers to the process of reconciling the total payments collected with the related records in the financial system.

Balance of Probabilities

Proving something on a balance of probabilities means that it is more likely than not to have occurred.

Betterments

Betterments are costs incurred to enhance the service potential of a tangible capital asset. Service potential may be enhanced when there is an increase in the previously assessed service capacity, associated operating costs are lowered, the useful life is extended, or the quality of output is improved.

Board Policy

Policies adopted by the Durham College Board of Governors under four sections: Outcomes, Governance Process, Board-President Relationship and Executive Limitations.

Brand

A Brand is the unique visual, verbal and written attributes, or a combination of these, employed by an organization. Our Brand is the promise of what DC delivers and reflects the College's mission, vision and values and is the foundation upon which business is conducted.

Brands have three primary functions: to help consumers choose from an array of options; to communicate the intrinsic quality of a product or service and reassure customers that they have made the right decision; and to use distinctive imagery, language and associations to encourage customers to identify with the Brand.

Brand Guidelines

DC's Brand guidelines outline the appropriate use of the College's Brand positioning and identity in all visual and written materials and reflects DC's values and beliefs as an institution. The Brand guidelines are an operating manual for looking, speaking, and acting as DC and offer information on when where and how to use the Brand in a wide range of documents.

Breadth Course

Breadth courses develop critical thinking and quantitative reasoning skills, enhance written and verbal communication skills and expand knowledge to support civic engagement.

Bulletin Boards

Refers to any bulletin board or set of adjacent bulletin boards, located on campus for displaying posters.

Business Entity

- (a) Company which is incorporated and has limited liability. The name of the company ends with Limited, Incorporated or Corporation; or
- (b) An unincorporated business. Generally, professional business entities cannot be incorporated: e.g., partnerships with personal liability (accountants, lawyers, doctors).

Business Income

Payments made to an independent contractor. Normally, HST is calculated and paid based on the invoiced amount, unless the individual qualifies as a Small Supplier.

Campus Assessment and Support Team (CAST)

A multidisciplinary group of Durham College employees who review, discuss and devise a support plan when a student's activities or behaviors have raised significant concern for the student's well-being.

Campus Clubs

Campus Clubs are defined as student groups and organizations that have been ratified by the SA. All students are entitled to participate in any club and its activities. The club may invite alumni and employees of Durham College to participate.

Campus-Wide Message

A Campus-wide message refers to communication to all DC employees; employees of the University of Ontario Institute of Technology (UOIT) if required; and to DC and UOIT students if appropriate.

Canada's Anti-Spam Legislation

Federal legislation that is, in part, intended to prevent the receipt of unwanted commercial electronic communication such as promotional emails, text messages, images or sound.

Cancelled Program

MCU records identify that the College no longer offers the program, no funding has been issued and no students are enrolled.

Capital Assets

Capital assets refer to identified assets that meet all of the following criteria:

- Are held for use in the provision of services, for administrative and academic purposes, for the production of goods or for the maintenance, repair, development or construction of other capital assets.
- Have been acquired, constructed or developed with the intention of being used on a continuing basis.
- Are not intended for sale in the ordinary course of operations.
- Their useful life extends beyond 1 (one) year.
- Have an acquisition value that is equal to or greater than \$5,000 including installation costs, shipping/freight, insurance, applicable taxes, and any other costs to get the asset ready for use.

Cardholder Data Environment

The Cardholder Data Environment (CDE) is a segmented area of the network which encompasses applications, hardware, and network services in the transmission, processing, or storing of cardholder data.

Care Plan

The mutual agreement between the engaged primary student and the Core Group of the Student Wellbeing Process which outlines the student's support plan, protective factors, as well as the primary student's responsibilities while on campus.

Case Manager – Mental Health Supports

A non-clinical employee tasked with advocating for students navigating the Student Well-being and Involuntary Withdrawal policy and procedure. The case manager will be appointed by the lead of the Assessment Team handling a case to provide safe, timely, effective, efficient, equitable, and client-centered supports. The case manager will assist with the transition back to studies should the student need to step away from their school to focus on improving mental health and wellbeing with the goal of engaging impacted students in a success plan that helps them to be effective in the college learning environment. The duties include prioritizing case assignments, collaborating with the student and Assessment Team to create a success plan, reviewing case progress and determining case closure. The Case manager will work with the student to make informed decisions related to academic demands and mental health needs throughout this process.

Cash

Cash refers to all forms of payment accepted by the College, including currency, cheques, credit and debit card.

Cash Collection Centre

Cash collection centre refers to any area within the College that receives and/or handles cash on a regular basis, and is approved by the Finance department as a designated cash collection centre.

Cash Handling

Cash handling refers to the receipt, storage, banking and distribution of cash.

Cause for Concern, Student Conduct

Behaviour(s), communications or a pattern of activities which may indicate an ongoing risk, or alerts a member of the College community to the primary student's conduct.

Cellular Technology

Cellular phones, some tablets and other devices that include cellular enabled technology.

Chief Data Steward

The individual responsible for identifying, training, and supporting Student Data Stewards in the effective performance of their duties. The Chief Data Steward will receive all student data reports prepared by Student Data Stewards that are intended for release to external stakeholders and approve or deny as appropriate, taking into consideration the intended use and college strategic direction.

Cisgender

A person whose gender identity is aligned to or matches what they were designated at birth on the basis of their physical sex characteristics.

Clients

Any individual who accesses services provided by Durham College.

Coach

This position works in various student service areas to assist students in identifying pathways and implementing strategies for successful completion of their college goals.

Coercion

In the context of sexual violence, coercion is unreasonable and persistent pressure for sexual activity. Coercion is the use of emotional manipulation, blackmail, threats to family or friends, or the promise of rewards or special treatment, to persuade someone to do something they do not wish to do, such as being sexual or performing particular sexual acts.

Cold Zone

An area where there is no risk of exposure to hazardous materials. Persons not equipped with protective clothing and equipment shall only operate from the cold zone.

College-Approved Activity, Student Out of Province Travel Policy and Procedure

An Event reviewed and approved by the College, based on the College's Strategic Plan and Program requirements.

College-Approved Travel, Student Out of Province Travel Policy and Procedure

Travel outside the province of Ontario that has been reviewed and approved by the College's appropriate approval authority.

College Policy

College Policy is defined as any academic, administrative or employment-related Policy that sets out the requirements for the College, its management, employees to administer operations in accordance with Board Policy, federal and provincial legislation and directives, and commonly accepted business practices and professional ethics.

College Procedure

College Procedure is defined as the documentation of processes, methods and operational considerations required to implement College Policies.

College Quality Assurance Audit Process

The College Quality Assurance Audit Process is an institutional level process that involves the regular and cyclical review of each College's quality assurance mechanisms. The standards provide the framework for Ontario's Colleges in assessing the extent to which their quality assurance mechanisms meet the established standards. Its purpose is developmental and its intent is to ensure continual improvement.

Commercial Electronic Message

A commercial electronic message is a message that, having regard to the content of the message, the hyperlinks in the message to content on a website or other database, or the contract information contained in the message, it would be reasonable to conclude has as its purpose, or one of its purposes, to encourage participation in a commercial activity, including an electronic message that:

- a) offers to purchase, sell, barter or lease a product, goods, as service, land or an interest or right in land;
- b) offers to provide a business, investment or gaming opportunity;
- c) advertises or promotes anything referred to in paragraph (a) or (b); or d) promotes a person including the public image of a person as being a person who does anything referred to in any of paragraphs (a) to (c), or who intends to do so.

Commercializing, Copyright

Commercialization is the process of introducing a product or process into the market. Commercialization may include IP protection, such as patent protection or copyright registration, assignment, licensing, manufacturing, or otherwise producing something to achieve a financial return.

Communication Supports

May include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

Communications and Marketing Database

The C+M database refers to the department's online repository of photos and videos taken by and/or submitted to the department.

Community Organization

A non-profit or charitable organization based in the communities that Durham College typically serves.

Community Request

Any request, either written or verbal, received from a non-profit or charitable organization for some type of support from the College.

Compensating Controls

Compensating Controls are temporary ways to close a compliance gap with the PCI DSS standard. These are methods used by an organization to protect information that meets the intent of the PCI DSS requirement, until the requirement can be fully met.

Competence, Research

Competence refers to the ability of the participant to comprehend the information, to appreciate the consequences of the decision to make an informed judgement about their participation in the research project.

Complainant, Research

An individual alleging a potential breach of policy or research misconduct by a researcher employed or formally associated with the college or enrolled as a student. If the breach occurred elsewhere the complainant should also report their information to the Institution at which the breach occurred.

Comprehensive Program Review (CPR)

The CPR is a thorough, rigorous process which occurs every 5 to 7 years. The CPR uses program performance information, APR reports, stakeholder feedback and external assessment, and collaborative exercises of self-assessment to analyse the program. Through critical analysis and reflection by the Program Review Team, a final report is developed, with the intention of providing evidence of areas of strength, opportunity and areas in need of improvement through a set of recommendations with action plan.

Concept Paper

Typically includes a tentative program description; the knowledge and skills that graduates are expected to acquire; potential areas of graduate employment; and/or identification of niche areas of expertise. Where applicable, the credential for other similar Ontario Colleges of Applied Arts and Technology programs that may be used as a point of reference is included in a concept paper.

Conflict of Interest, Designated Official

Designated official refers to the College individual(s) who is responsible for applying the provisions of the conflict of interest policy.

Conflict of Interest, Research

A conflict of interest may arise when activities or situations place a person or the College in a real, potential or perceived conflict between their duties or responsibilities related to research and their personal, institutional or other interests. Conflict of interests may occur when individuals' judgments and actions or the College's actions in relation to research are, or could be, affected by personal, institutional or other interests, including, but not limited to, business, commercial or financial interests pertaining to these individuals, their family members, friends, or former, current or prospective employers or professional associations.

Conflict of Interest, General

Conflict of interest is any situation where an individual's private interests are, or may reasonably appear to be, incompatible or in conflict with their duties and responsibilities as a College employee.

Consent, Sexual Activity

The voluntary agreement to engage in the sexual activity in question. It is the act of willingly agreeing to engage in specific sexual behaviour, and requires that a person is able to freely choose between two options: yes and no. This means that there must be an understandable exchange of affirmative words which indicates a willingness to participate in mutually agreed upon sexual activity. It is also imperative that everyone understands the following:

- Silence or non-communication must never be interpreted as consent and a person in a state of diminished judgment cannot consent.
- A person is incapable of giving consent if asleep, unconscious or otherwise unable to communicate.
- A person who has been threatened or coerced (i.e. is not agreeing voluntarily) into engaging in the sexual activity is not consenting to it.
- A person who is drugged is unable to consent.
- A person is usually unable to give consent when under the influence of alcohol and/or drugs.
- A person may be unable to give consent if they have a mental/cognitive disability that prevents them from fully understanding the sexual acts.
- The fact that consent was given in the past to a sexual or dating relationship does not mean that consent is deemed to exist for all future sexual activity.
- A person can withdraw consent at any time during the course of a sexual encounter.
- A person is incapable of giving consent to a person in a position of trust, power, or authority such as a faculty member initiating a relationship with a student whom they teach, or an administrator in a relationship with anyone who reports to that position.
- Consent cannot be given on behalf of another person.

It is the responsibility of the initiator of sexual activity to ensure clear and affirmative responses are communicated at all stages of sexual engagement. It is also the initiator's responsibility to know if the person they are engaging with sexually is of the age of consent as defined in the Criminal Code.

Construction Contract

Any construction contract entered into between the Institution and a contractor and including the various subcontracts to that contract.

Convocation

Convocation is the celebratory ceremony where credentials are conferred upon a graduating class. Eligible students are convoked twice per year - spring and fall. Winter graduates are invited to participate in our spring ceremonies.

Co-operative Education

Refers to a model of education, available in some programs of study, that formally integrates a registered student's academic learning with paid full-time workplace experience that is relevant to the student's field of study and authorized by Durham College. Co-operative education programs include one or more work terms, each 12-16 weeks long, alternated with academic semesters. Time spent in work experience must be 30-75% of the time spent in academic study.

Co-operative Education, Internship

Internship refers to a model of education, available in some programs of study, that formally integrates a registered student's academic learning with a single paid full-time work experience period wherein students receive an in-depth exposure to an employer organization, providing students the opportunity for development commensurate with the length of the overall program. Co-operative education internship programs begin and end with semesters of academic study and include one or more consecutive work terms totalling 30-75% of the time spent in academic study.

Copyright

Copyright means the right to copy. In general, copyright means the sole right to produce or reproduce a work or a substantial part of it in any form. It includes the right to perform the work or any substantial part of it or, in the case of a lecture, to deliver it. If the work is unpublished, copyright includes the right to publish the work or any substantial part of it.¹

Core Group, Student Conduct

Consists of the director, Office of Campus Safety or designate, the director, Campus Health Centre or designate and the vice president, Student Affairs or designate. A report of alarming behaviour is received and prompts college officials to initiate a discussion to determine the necessity for next steps leading to support of the individual demonstrating the behaviour and/or those affected by the behaviour. The Core Group will also receive reports of the death of a Durham College student[s] and will be responsible for the implementation of the Student Death Response Policy and Procedure.

Corporate Membership

Required fees for membership to a community organization such as Chambers of Commerce and Boards of Trade.

Corporate Social Media Accounts

Corporate social media accounts refers to official Durham College social media accounts managed by the Communications and Marketing department that represent the organization as a whole.

¹ https://www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/h_wr02281.html#copyrightDefined

Courses

- (a) Credit course: A course that is funded by the Ministry of Advanced Education and Skills Development and has a regulated tuition fee.
- (b) Non-credit course: A course that is not funded by the Ministry of Advanced Education and Skills Development and operates on a cost-recovery basis.
- (c) Online courses will have additional fees compared to in-class courses.

Course-based Research

Defined as minimal risk research that occurs within the context of a specific course offering, and involves an assigned research activity.

Course Cancellation

Action initiated by the College when a course will not run within a particular semester.

Course Content

The teaching content in a course in the Learning Management System created and posted by faculty member. This content is typically maintained and transferred from semester to semester.

Course, External

A credit earned at another institution.

Courses, Manually Managed Courses

Courses that are individually created and maintained that may not correspond to a formal course in Banner. These courses might have a different life span as opposed the more common semester-based courses.

Course Materials

Course materials refers to digital, print, audio and/or visual resources used to support student learning, including, but not limited, to presentations, texts, videos, articles, assessment tools, websites, software, case studies, lectures, lecture notes, study guides and course outlines.

Course Outline

refers to the college-approved documentation provided to students that articulates learning outcomes, the alignment to the essential employability skills, evaluation criteria, learning resources, intended learning activities, and expectations for the classroom environment in a given course.

Creator

Refers to the individual who has created authored, produced or developed an original work that is protected under intellectual property rights, including but not limited to copyrights, industrial designs, trademarks and patents.

Credential

Refers to any certificate, diploma, advanced diploma, honours baccalaureate degree, and graduate certificate which is validated by the Credential Validation Service and approved by the Ministry of Advanced Education and Skills Development. It also refers to any Durham College approved Certificate and Recognition of Achievement.

Credential, Honorary

A Ministry approved credential awarded by Durham College to an individual (in lieu of the academic completion of program requirements) who has made outstanding contributions to the advancement of the College, and/or Durham Region and beyond in the areas of leadership, innovation and partnership.

Credentials, Professional

A credential from a certifying or regulatory body warranting that the professional or tradesperson has the essential knowledge and skills of a specified domain necessary for safe and appropriate practice.

Credit Transfer

Acceptance or recognition of credit by an institution for courses or programs completed at another institution.

Critical Injury

As defined in Ontario regulation 834 (R.R.O.1990) a critical injury is an injury of a serious nature that:

- (a) Places life in jeopardy;
- (b) Produces unconsciousness;
- (c) Results in substantial loss of blood;
- (d) Involves the fracture of a leg or arm but not a finger or toe;
- (e) Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- (f) Consists of burns to a major portion of the body; or
- (g) Causes the loss of sight in an eye.

Critical PCI-Related Technology

Technology required to support the CDE including cash registers POS/PIN pads, payment workstations, and networking components through which the credit card data travels.

Cross-Dresser

A person who occasionally wears clothes traditionally associated with people of the other sex. Cross-dressers are usually comfortable with the sex they were assigned at birth and do not wish to change it. "Cross-dresser" should not be used to describe someone who has transitioned to live full-time as the other sex or who intends to do so in the future. This is considered part of the greater transgender umbrella community, cross-dressing may be considered "full-time" or "part-time." Cross-dressing is not indicative of sexual orientation.

Curriculum

Curriculum is comprised of program learning outcomes, course learning outcomes, essential employability skills outcomes, general education/breadth, content and subject matter, learning activities and experiences, and assessment and evaluation, the purpose of which is to enable the achievement of learning outcomes. Curriculum is developed with the input of government, industry, external advisory bodies, students and professors.

Curriculum Map

A document or visual representation of the links or relationships between curriculum components. A curriculum map is used to identify and address gaps, redundancies, and misalignments in curriculum to improve its coherence, quality, and effectiveness.

Daily Reconciliation of Bank Deposits with Banner Entries

Daily reconciliation of bank deposits with Banner entries refers to the control process that verifies that cash deposits are correctly credited to the College bank account and verified against the related records in the financial system.

Data

Any formalized representation of facts, concepts or instructions suitable for communication, interpretation or processing by a person or by automatic means.

Data – Governance (Student)

The exercise of authority and control (planning, monitoring, and enforcement) over the management of Student Data. Student Data Governance is high-level, executive data stewardship, focused exclusively on the management of data assets.

Data Steward

A data steward is responsible for ensuring that data management and reporting practices within their department are implemented consistently, and responding to requests for data sets according to the college's policies and standards. Each data steward is assigned to and accountable for specific data, generally related to their portfolio.

Data – Student

A collection of facts and information related to past, present and future students at Durham College formatted in a way suitable for communication, interpretation or processing by human or automatic means. It defines the type of information exchanged between business processes and the student information systems.

Day 10

The tenth day of classes each semester and the last day to officially withdraw from a program with a refund.

Deferral

Deferral is the practice available to International students of holding over admission to a program and subsequent tuition and fees paid from one semester to the next available program intake semester.

Degree-Level Standards

The degree level standard refers to requirements identified in the Ontario Qualifications Framework including: depth and breadth of knowledge; conceptual and methodological awareness; research and scholarship; communication skills; application of knowledge; professional capacity/ autonomy; and awareness of limits of knowledge.

Delegated Review

Occurs when the Research Ethics Board (REB) assigns research ethics review to an individual or individuals. Delegates are selected from among the REB membership with the exception of the ethics review of student course-based research activities. This can be delegated to the department, faculty or equivalent. Delegated reviews are used when the research involves minimal risk to human participants.

Delivery Modes

Delivery modes refers to a variety of methods used to interact with learners. Examples include, but are not restricted to, traditional faculty-led face-to-face formats, web delivery, hybrid courses and self-directed learning.

Denaming

Refers to revoking a name assigned to a tangible or intangible College asset, for reasons including, but not limited to statements or actions by the honouree that are contrary to the College's mission, vision, or values; statements or actions that bring the College into disrepute; and/or omitting or providing inaccurate information on an honorific naming application.

Department, School and Program Social Media Accounts

Departmental, school and program social media accounts refers to official Durham College social media accounts managed by recognized and approved areas within the college that represent the specific unit or area of the college.

Dependent

An eligible dependent refers to your dependent child and/or your spouse/partner's dependent child other than foster children who meets the following criteria.

Children under age 21

- Unmarried and under age 21 who live with you in a normal parent/child relationship
- Unmarried and under age 21 for whom you are appointed legal guardian of and lives with you in a normal parent/child relationship.

Children age 21 and over, but are under age 25

- An unmarried child who is attending college as a full-time student is also considered an eligible Dependent until the age of 25, as long as the child is entirely dependent on you for financial support.

Deposit of Cash to the Bank

Deposit of cash to the bank refers to the process by which the payments collected are physically transferred to the bank.

Digital Citizenship

Involves the understanding that online conduct, regardless of where or when the conduct occurs, can have the same impact on the learning environment as in-person comments and behaviours. Social media that is used in a manner that is harassing, threatening, hateful, discriminatory or in any way has an adverse impact on the College environment or the College's reputation is unacceptable and may be subject to sanctions under the Student Conduct Policy.

Digital Signage

A communications tool in which multimedia content is displayed on a large screen or monitor in public places on campus. Using a common software, digital signage is used for sharing emergency and/or advertising information.

Disability/Exceptionality

For the purpose of the College's policies related to AODA and academic accommodations, these words can be used interchangeably. These terms cover a broad range and degree of conditions. The condition may be present at birth, developed over time or caused by injury. Some examples include; Learning Disabilities, Mental Health, Autism Spectrum Disorder (ASD), Deaf and Hard of Hearing, Visual Impairments, Physical conditions etc. See section 10 Of the Ontario Human Rights Code for more definitions.

Disability, Long-Term

An absence due to illness of 130 days or greater for which the employee is completely disabled from work and is approved for long term disability insurance coverage through Sun Life.

Discrimination

Discrimination refers to actions or behaviours that result in unfavourable or adverse treatment or preferential treatment based on the prohibited grounds of discrimination set out in the *Code*. This includes any differential treatment, with common examples including a refusal to provide goods, services or facilities; exclusion from employment or employment benefits; refusal to work with, teach, or study with someone; and failure to provide reasonable physical access and accommodation.

Discrimination, Indirect

Indirect discrimination refers to comments and/or behaviours that are not directed to an individual but are audible and/or visible to them and are discriminatory based on the provisions of the *Code*.

Domestic Applicant

An applicant who is a Canadian citizen or a permanent resident.

Donors

Individuals, corporations or foundations who have provided financial or in-kind support to the College without expectation of material benefit to themselves.

Dormant Program

A program approved for funding that has never been delivered or that has not been delivered for more than five years and has not been reported to the MCU as cancelled.

Due Diligence

An ongoing daily process of knowing your duties under law, identifying all hazards in the workplace and taking all reasonable steps to protect everyone exposed to those hazards. These reasonable steps must be communicated to all likely to encounter the hazards and the communication must be understood.

Durham College Brand Standards Guide

A reference tool that helps maintain consistency by describing, defining and presenting examples of what the DC brand looks like in various visual media such as print, environmental, digital, social and broadcast.

Duty and/or duties

An action or task required by a person's position, occupation or job function at the College.

Effective Date, Policies and Procedures

The month and year during which the new or renewed Policy or Procedure becomes effective.

Elements of Performance, Program Learning Outcomes

Indicators that describe the means by which a student may demonstrate satisfactory performance of a program learning outcome. The elements of performance do not stand alone, but rather are in reference to a program learning outcome in the Ministry's program standard.

Emergency

A situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.

Emergency Management Response Team (EMRT)

EMRT refers to the campus Emergency Management Response Team, which responds to potential or occurring emergency situations on campus related to inclement weather; structural safety issues; health-related situations; and personal or large-scale threats to the safety of students and employees.

Employee

Any person in the employ of the College without regard for position, function, or other status of employment.

Employment Income

Payments made under an employee/employer relationship. Employment income is subject to income tax deduction at source, as well as deductions for Canada Pension Plan (CPP) and Employment Insurance (EI). Income is reported on a T4 form.

Essential Requirements

Essential requirements refer to the knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the course/program learning outcomes.

Equal Consideration Date

The date by which an applicant will be considered equally for admission; February 1 for Fall and Spring intakes and October 1 for the Winter intake. To be considered equally, applications must include all supporting documents demonstrating that the admission requirements are met or in progress.

Executor

The final approver, with the appropriate level of signing authority to cover the complete expenditure, who executes the document.

Exemption

Represents course credit that is awarded based on internal equivalency and will not be included in the calculation of a student's semester GPA and program GPA.

Expense, Allowable

Allowable expense refers to reimbursable debts incurred by individuals, provided they are: reasonable, necessary and in the best interest of Durham College; documented in writing; supported with original, itemized and dated receipts; authorized by the appropriate manager; and have a clear business purpose that is consistent with the mission of Durham College.

Expense, Business

Business expense refers, but is not limited to meals and gratuities; gifts; mobile telecommunication devices; long distance calls; entertainment; travel; mileage; acknowledgements of work-related employee achievement; parking; rental vehicles; lodging; meetings and retreats; morale events for employees; courtesies to employees and visitors; subscriptions; membership dues; and conferences, seminars and professional development activities.

External Accreditation

External accreditation is the cyclical review of a program based on the requirements of an external regulatory/governance body.

Faculty, New Full-Time

New full-time faculty refers to full-time faculty who were hired within the previous two academic years.

Fail

Represents credit not achieved for skills-based requirements, as detailed in the course outline and/or program guide.

Fair Dealing

A legal exemption defined within the Canada Copyright Act that allows copyrighted material to be used without the copyright holder's permission under certain conditions.

Fair Wage Schedule

The schedule of wages, benefits and hours of work for the performance of construction work on all construction contracts as approved and as amended from time to time, based on the Ontario Labour Relations Geographical Board Area 9.

Fees, Administrative

An expense levied per course for the general administration of the business.

Fees, Ancillary

Fees charged to support services and activities distinct from academic programming or general overhead for the instruction.

Fees

Fees refer to monies owed to the College including tuition, mandatory ancillary costs, and program-specific incidental costs, if applicable. Note that international students pay an additional fee for health insurance coverage.

Fee, Classroom

Classroom fee refers to the portion of fees that students pay towards the apprenticeship training they are registered in.

Fees, Deferral

Deferral refers to the practice of students requesting to have their acceptance and fees paid for a specific intake transferred to the next available intake.

Fees, Industry Association

Fees paid to an association or organization that licenses or provides services, materials and/or information for a specific industry group.

Fees, Online

Additional fees that pertain to online course delivery.

Fees, Supply

Additional fees required to successfully complete a course.

Fees, Tuition

A fee paid for the instruction of a course – excluding all administrative, ancillary, online and supply fees.

Fit for Duty

The ability to safely perform duties without any limitations or adverse effects resulting from, but not limited to: the use or after-effects of illegal drugs, alcohol, cannabis, and/or medications; the misuse of and/or failure to take prescribed medications; and/or fatigue.

Financial Transaction

Financial transaction refers to banking and investment activities including, but not limited to:

- Operating the College account;
- Making, signing, drawing, accepting, endorsing, negotiating, lodging, depositing and/or transferring cheques, drafts, acceptances, bills of exchange or orders for the payment of money;
- Executing any agreement related to banking and/or investments, including the definition of the rights and powers of parties; and
- Authorizing any banking officer to act on the College's behalf to facilitate College business.

Form

A form is a structured template or tool, irrespective of the media in which it appears, used to capture, compile, transmit, communicate and record specific business information that causes an action to occur.

Form Author

The individual responsible for creating or revising a college form.

Forms-Central Repository

A central location of approved college forms.

Forms-Data Element

Any unit of data defined for processing is a data element. For example, student number, first name, last name, address, and city that could be found on a form.

Forms Inventory

An electronic listing (or database) that catalogues and describes the attributes of a particular college form.

Form Label

A form label describes what data element should be inputted.

Forms Management

The practices and procedures for the continuing, systematic review, and control of all forms and related procedures.

Forms – Notice of Collection

The legal statement on a form which informs the user of the legal authority for the collection of information, the purposes for which the information is being collected, and provides the user with the contact information of an individual who may answer questions concerning the collection of the information.

Formal Report, Investigation

A written statement describing an incident in detail and submitted to the Case Manager for an internal investigation and/or to the police for a criminal investigation.

Freedom of Information and Protection of Privacy Act

Provincial legislation, intended to provide a right of access to information under the control of institutions, and to protect the privacy of individuals with respect to personal information about themselves held by institutions and to provide individuals with a right of access to that information.

Fringe Benefits

Includes such benefits as pension plans, extended health-care benefits, dental, and prescription plans etc. It does not include legislated payroll deductions such as Canada Pension Plan, Employer Health Tax, Workplace Safety and Insurance Board, and Employment Insurance.

Full Board Review

The default review process for all research involving human participants by the Research Ethics Board (REB).

Full-Time Post-Secondary Program

Full-time post-secondary program refers to a group of related credit courses leading to one of the following Ontario College credentials:

- Certificate;
- Diploma;
- Advanced Diplomas;
- Graduate Certificates; and
- Baccalaureate/Bachelor's Degree

Funds, College

College funds refers to all money belonging to a college, received or collected by a college official or by any person authorized to receive and collect such money, for the purpose of operating the College, including:

- Money contributed in the form of transfer payments from the governments of Ontario and Canada.
- Contributions provided by organizations that have entered into agreements with the College.
- Proceeds made from the sale of College assets or investments.

- Money generated by College ancillary operations.
- Student tuition fees paid to the College.
- Money generated from all other College operations

Funds, Endowment

Endowment funds are those that donors specify as to be retained and invested for income-producing purposes. Income from endowments can be either restricted or unrestricted, based on donor direction.

Gender

A social combination of identity, expression, and social elements all related to masculinity and femininity. It includes gender identity (self-identification), gender expression (self-expression), social gender (social expectations), gender roles (socialized actions), and gender attribution (social perception).

Gender Expression

The way a person presents and communicates gender identity to society, through clothing, speech, body language, hairstyle, voice and/or the emphasis or de-emphasis of bodily characteristics or behaviors and traits used publicly to express one's gender as masculine or feminine or something else. Gender expression is not an indication of sexual orientation. Gender expression may also be called gender presentation and may change over time, from day-to-day and may or may not conform to an individual's gender identity.

Gender Identity

A person's deeply felt internal and individual experience of being man, woman or another gender entirely. A person's gender may or may not correspond with the sex assigned at birth. Since gender identity is internal, one's gender identity is not necessarily visible to others.

General Education Course, Standard

General education course standard refers to the criteria within the MAESD Minister's Binding Policy Directive Framework for Programs of Instruction. The criteria note that general education courses must provide a broad theoretical overview of a topic of personal and/or societal importance (categorized as aesthetic, cultural, historical, scientific or philosophical) with little or no applications training.

General Education Courses, Elective

Elective general education courses are courses selected from an approved pool of courses over which students exercise choice. These courses must meet the general education standard for theoretical breadth and provide learning opportunities beyond the vocational field of study.

General Education Themes

The following themes are used to provide direction to colleges in the development and identification of courses that are designed to fulfill the General Education requirement for programs of instructions:

- Arts in Society
- Civic Life
- Social and Cultural Understanding
- Personal Understanding
- Science and Technology

Gift, Deferred

The process of making a gift commitment today for delivery to the College at a future date. Deferred giving is arranging for donations to be made that will benefit both the interests of the College and the personal, financial and tax situation of the donor and the donor's family sometime in the future. Deferred gifts are also known as planned gifts, such as testamentary bequests, life insurance policies and gifts of residual interest.

Gift, Designated/Restricted

A gift where the donor has specified where in the College the support is to be directed.

Gift/Donation

A voluntary transfer of cash or gift-in-kind, from individuals, industry, foundations and other sources to the College for either unrestricted or restricted utilization to support students and the operation of the College. Gifts are made without expectation of tangible return; no consideration – no benefit of any kind – to the donor or to anyone designated by the donor may result from these contributions.

Gift, Expendable

A gift or grant the donor has directed to be immediately used in support of various programs or projects.

Gift, Monetary

Donations of cash or equivalents made to the Foundation voluntarily by a donor with the intent of supporting the College and without benefit of any kind to the donor.

Gift, Pledge

Gift commitments that are pledged over a period of time (normally to a maximum of five years, depending on the size and nature of the appeal).

Gift, Retained

A gift to be held permanently for the income derived, generally, as part of the College's endowment fund.

Gift, Undesignated/Unrestricted

A gift where the donor has not specified where in the College the support is to be directed.

Gift-in-Kind

Donated assets and property such as real estate, mortgages, limited partnership interests, royalty or copyright interests, art, books, equipment, automobiles, inventory, personal property, securities, and other physical assets or materials that represent value to the College.

Good Standing

A student is deemed to be in good academic standing if they:

- Are registered in a full-time program with a full course load or are registered with the Access and Support Centre and has been approved for full-time student status with a reduced course load;
- Have no outstanding fees;
- Are not on academic probation;
- Have no Student Code of Conduct violations; and
- Are eligible for promotion to the next academic year of their program

Graduation

Graduation is the official recognition that a student has completed all the requirements for their program and are entitled to claim the credential they have earned. Eligible students are graduated three times per year - winter, spring and fall.

Grants

Revenues received by the College from foundations and governments for the support of eligible students or College programs/projects.

Half-Mast

Half-mast refers to the midway point between the top of the mast and its lower level, which is not at the ground but about five feet from the ground level. For example, if the mast is 30-feet high, the midpoint is not 15 feet but $(30-5)/2$, which means the flag should be flown 12.5 feet from the top of the mast.

Handler, Service Animal Policy and Procedure

Handler, Service Animal Policy and Procedure – is defined as a person who as a result of a disability/exceptionality, requires the assistance of a Service Animal and has charge of the Service Animal.

Harassment/Discrimination, Systemic

Systemic harassment/discrimination refers to policies, practices, procedures, actions or inaction that appear neutral, but have an adverse impact associated with one of the prohibited grounds. An example would be a refusal to address or refer to an individual using their lived or preferred pronoun.

High Demand Program

A postsecondary program of instruction eligible for funding under the Core Operating Grant for which colleges have the discretion to charge fees above the maximum permitted for regular fee programs.

Honorarium

An honorarium is typically a small payment of appreciation made on non-recurring basis to an individual who is not an employee of the College, to acknowledge the contribution of gratuitous services to the College.

Hot Zone

An unsafe area for persons not wearing appropriate protective equipment.

Human Participants, Research

Human participants are individuals whose data or responses to interventions, stimuli or questions by the researcher are relevant to answering the research question.

Under a broad definition, the research may include human participation:

- Directly in activities through physical participation and may include both active and/or passive involvement;
- Indirectly through the provision for or access to personal data and/or biological material; or
- On behalf of others (parents/legal guardians for those without the capacity to give informed consent and supervisors of individuals under controlled environments (e.g. prisoners, students)).

Human Participation, Research

Human participation involves individuals whose data or responses to interventions, stimuli or questions by the research are relevant to answering the research question. Under a broad definition, the research may include human participation:

- Directly in activities through physical participation and may include both active and/or passive involvement;
- Indirectly through the provision for or access to personal data and/or biological material; or
- On behalf of others (parents/legal guardians for those without the capacity to give informed consent and supervisors of individuals under controlled environments (e.g. prisoners, students)).

The nature of human participation in research will vary from one project to the next depending on the degree of involvement and an individual's consent. It is recognized that data collected about characteristics and responses may have identifiable private information, which is confidential and must be protected by the researcher.

Incident Management System

A provincially standardized organizational structure, functions, processes and terminology plan to manage incidents.

Incomplete

Course requirements were not completed on time. Students can be approved by Faculty for an extension of up to 60 calendar days after the last day of classes in the course to complete requirements.

Indefinite Program Suspension

Occurs when recruitment ceases, and no further students are admitted. A program that is indefinitely suspended will remain 'active' with MCU, and may be relaunched in the future through the major change process.

Independent Contractor

A business entity or unincorporated business providing products or services under a contract for services. The Independent Contractor (ICON) form is used to verify Independent contractor status for unincorporated businesses.

Informal Report

A verbal or written statement that is reported to the Diversity Office. The report will not result in an investigation.

Informed Consent

Entails potential human participants having voluntarily and freely agreed to participate in a research study on the basis of well-understood information about the objectives of the research and the nature of their participation. It also requires that the consent of human participants is maintained throughout the duration of their participation in the research.

Information Centre for Employees

DC's intranet acts as an information hub used to house college information and resources for employees. A private site, outside of the internet [public], ICE is a self-service hub which facilitates information sharing and collaboration between internal communications, DC working groups, departments, and committees.

Information Custodian

Information custodians are responsible for administering information access controls, implementing and maintaining information control measures, and providing recovery capabilities consistent with the instruction of the Information Owners.

Information Owner

A person that that can authorize or deny access to certain Information, and is responsible for its accuracy, integrity, protection and timeliness. Unless ownership is otherwise designated, Information Owners are typically the heads of different departments that are responsible for

the Information.

Information Technology

Information technology includes, but is not limited to: computer systems; networks; data storage media; software applications; hardware; or any other electronic or telecommunications media used for the digital transmission of information, on campus or remotely, through which Durham College provides access or is connected.

Inner Perimeter

A further subdivision of the Outer Perimeter made to refine the isolation of the actual hazard or emergency site.

Inquiry, Research

The process of reviewing an allegation to determine:

- Whether the allegation is responsible (i.e. allegation has been made in good faith, confidentially and without malice, that is based on facts and which has not been the subject of a previous allegation);
- The particular policy or policies that may have been breached; and
- Whether an investigation is warranted based on the information provided.

Instructional Practice

Refers to the tactics and strategies faculty or instructors use to create and nurture an engaging educational environment that supports durable, inclusive learning. This includes, but is not limited to, the varied ways in which information is delivered, active learning strategies, evaluation planning, assessments and feedback, use of class time, student resources and supports used, classroom management and student engagement strategies. Different educational environments (e.g., lab, shop, WIL) may require additional or differentiated elements to best support student learning.

Intellectual Property

Intellectual property means the intangible or intellectual nature of works or creations that is unique or original, any tangible expressions thereof and includes the rights arising from the legal protection of intellectual property including patents, inventions, research data, databases, trademarks, copyright, industrial designs, integrated circuit topographies, trade secrets, confidential information, know-how and all applications/registrations throughout the world relating to the foregoing.

Internal Candidate

A full-time employee of the College working in administration, Ontario Public Service Employees Union (OPSEU) Local 353, or OPSEU Local 354.

Internal Equivalency

Refers to the official acknowledgment of previous courses completed at Durham College. Equivalent courses completed at Durham College shall be transferrable among Durham College's certificates and diplomas. Courses for which internal equivalency has been recognized will use the previous course and numeric grade received and will be included in the calculation of a student's grade point average. Where an equivalency cannot be built within the College's student information system, a substitution or exemption will be utilized.

For internal courses to be accepted as equivalent, the passing grade must meet the minimum grade to pass the current course. Internal equivalency requests require a completed application form and detailed course outlines for assessment. There is no charge for this service.

Internet Website

A collection of related web pages, images, videos, or other digital assets that are reached via a common web address (unique resource locator - URL) and are accessible to the public.

Intersex

Refers to a person whose biological sex is ambiguous. "Intersex" refers to people whose bodies, reproductive systems, chromosomes and/or hormones are not easily characterized as male or female. This might include a woman with XY chromosomes or a man with ovaries instead of testes. Although intersex people may share issues in common with transgender people, it is inaccurate to describe them as transgender. Transgender people are not born with atypical sexual and reproductive systems. The term intersex is not interchangeable with or a synonym for transgender.

Intimate Relationships

Intimate relationships occur between people of all racial, economic, educational and religious backgrounds, in heterosexual and same-sex relationships, living together or separately, married or unmarried, and in short-or long-term relationships.

Intoxicant

Any substance, whether a substance identified by the Controlled Drug and Substances Act, SC 1996 c 19, an illegal substance or a non-prescription substance, which has the effect of intoxicating its user and/or altering an employee's ability to perform assigned duties. This includes, but is not limited to, alcohol, opiates, hallucinogens and cannabinoids (e.g. cannabis). It also includes Medication (see definition of Medication).

Investigative Report

A full un-redacted report prepared by the Office of Campus Safety containing details of an investigation that provides the basis for allegations of non-academic misconduct pursuant to Formal Resolution disposition under this procedure. This report is only provided to the Student Conduct Committee or Appeals Committee for review in order to respect the privacy of all parties, as per Freedom of Information and Protection of Privacy Act legislation.

Investigative Summary

A report prepared by the Office of Campus Safety containing details of an investigation that provides the basis for allegations of non-academic misconduct pursuant to Informal and Formal Resolution dispositions under this procedure. This report is redacted to comply with the principles of Freedom of Information and Protection of Privacy Act legislation and is provided to the student who is the subject of the complaint.

Learning Management System

Refers to a web-based platform that provides a single access point to an environment for managing the teaching and learning process. It facilitates communication between faculty and students as well as students and their peers. It can be customized with additional functionalities.

Learning Outcomes

Learning outcomes represent the culminating demonstrations of learning and achievement. Learning outcomes define the skills, knowledge, and attitudes that a student is expected to demonstrate at the completion of a course or a program of study.

Legislative/Statutory Professional Licence

The official or legal permission granted to practice one's occupational duties.

Licensed Facilities

Licensed facilities are defined as all locations on College property licensed by the Alcohol and Gaming Commission of Ontario.

Licensing Agreement

Licensing agreement is a legal contract between two parties which provides for the granting of a particular "right" as specified in the terms and conditions of the agreement from one party to another. By way of example this may include, the right to use a patented technology, the right to sell particular goods etc.

Licensing Fees (copyright)

An amount of money paid to a licensor by a licensee for copyright-protected materials.

Loss of Life

Loss of life refers to any event where the residence is notified of the death of a member of the residence community.

Lower-level Degree Breadth Course

Lower-level degree breadth courses provide introductory and/or foundational knowledge.

Major Changes, Program of Study

Major changes refer to changes to programs of study that will impact students entering or re-entering the program in future years and may include one or more of the following:

- A significant financial impact to the College or the student;

- A potential impact on marketing and recruitment initiatives;
- A direct impact on program admission requirements;
- A significant change in program delivery method (e.g. online, hybrid, compressed, fast-track);
- An increase or decrease in course or program hours
- An increase or decrease in courses resulting in additional or fewer semesters;
- A program title modification;
- Changes to program learning outcomes;
- The credential awarded (will result in new program – New Program Development policy and procedure)

Changes to the program resulting from new/updated program standards as issued by the Ministry of Colleges and Universities.

Marketing

Marketing refers to the strategic planning, implementation and control of a mix of activities designed to promote Durham College to its target audiences.

Mass Challenge

A PLAR exam written by a group of 10 or more students scheduled for one specific date and time.

Mass Emergency Communication Tool

Typically a computer-based system, the Mass Emergency Communication Tool is organized for the primary purpose of supporting one-way communication of emergency messages to employees and students. The system is commonly designed to integrate the cross-communication of messages between a variety of communication technologies, forming a unified communication system intended to optimize communications during emergencies.

Mental Health Issues

A physical condition that has a negative impact on mental health and functioning, but does not result in a functional impairment. Students with mental health issues may or may not have a formal assessment and diagnosis

Media

Print, broadcast (radio, recorded music, or television) or digital (internet - website or social networking sites) forms of communication that provides information to the general public and/or specific audiences.

Medication

Any Intoxicant that has been legally obtained with a physician or nurse practitioner's prescription, or purchased as an over-the-counter medication (including medical cannabis).

Minor Changes, Program of Study

Minor changes refers to changes to programs of study that will not significantly impact students enrolled in current or future years of study or the learning outcomes of the program, but may have a minor impact on course titles, credits, pre-requisites, co-requisites, course sequencing and/or a course delivery method.

Misconduct, Non-Academic

Refers to those student activities, comments, and behaviours, not directly related to the learning process that do not respect the rights of others or that fail to uphold the responsibilities agreed to by registering as a student at Durham College. These activities and behaviours include, but are not limited to: violations of federal, provincial or municipal laws; threats of harm or actual harm to a person's physical or mental well-being; disruption of or interference with College objectives, activities, facilities or operations; damage to the real or personal property of the College or its members; use of College property or facilities without authorization; and violations of College policies or procedures.

Misconduct, Research

Conduct and/or activities that intentionally, negligently, recklessly or deliberately deviate from accepted standards in the execution of research adopted by the community. Misconduct or a breach of policy includes, but is not limited to, the following:

- Fabrication: Making up data, source material, methodologies or findings, including graphs and images.
- Falsification: Manipulating, changing, or omitting data, source material, methodologies or findings, including graphs and images, without acknowledgement and which results in inaccurate findings or conclusions.
- Destruction of research records: The destruction of one's own or another's research data or records to specifically avoid the detection of wrongdoing or in contravention of any applicable agreements, policies or laws.
- Plagiarism: Presenting and using another's published or unpublished work, including theories, concepts, data, source material, methodologies or findings, including graphs and images, as one's own, without appropriate referencing and, if required, without permission.
- Redundant publications: The re-publication of one's own previously published work or part thereof, or data, in the same or another language, without adequate acknowledgment of the source, or justification.
- Invalid authorship: Attributing authorship to someone who did not participate in the research sufficiently to take public responsibility for its intellectual content.
- Inadequate acknowledgement: Failure to appropriately recognize contributions of others including students, assistants and collaborators in a manner consistent with their respective contributions and authorship policies of relevant publications.

- Mismanagement of conflict of interest: Failure to disclose or manage any real, potential or perceived conflict of interest where a person’s judgement, be it commissioned work, requests for reviews of grants or manuscripts, may be influenced by personal interests or commitments; and/or failure to disclose any conflict of interest to sponsors or to those who commission the research.
- Misrepresentation in an application or related document:
 - Providing incomplete, inaccurate or false information in a grant or award application or related document. (e.g. letter of support or a progress report);
 - Listing co-applicants or partners without their agreement; and/or
 - Applying for and/or holding an Agency award when deemed ineligible.
- Mismanagement of funds allocated for research:
 - Through the misuse, misapplication, or diversion of funds or by providing inaccurate or false information on documentation for expenditures from research funds;
 - Failure to comply with the terms and conditions of grants and/or contracts for sponsored research; and
 - Failure to follow Durham College’s financial directives and policies.
- Legal breaches/unlawful misconduct
 - Failure to comply with relevant federal or provincial statutes or regulations and/or College policies, including those that apply to the safeguarding of researchers, human subjects, welfare of animals or the health and safety of the public;
 - Use of archival material without permission and in accordance with applicable copyright law;
 - Failure to comply with the regulations of the relevant agency concerning the conduct of research; and
 - Failure to meet other relevant legal requirements that relate to the conduct of research

Mobility Aid

A device used to facilitate the transport, in a seated posture, of a person with a disability/exceptionality.

Mobility Assistive Device

A cane, walker, wheelchair, scooter or similar aid.

Moveable IT Assets

Moveable IT asset refers to College property that was purchased using College funds that:

- Is not permanently affixed to or part of a building;
- Is not consumable or expendable;

- Has a life expectancy of more than one calendar year; and
- Is IT equipment such as a computer, laptop, tablet, cellphone, smartphone, printer, scanner, projector, television, audio-visual equipment, telecommunication equipment, digital wearables, etc. This does not include peripheral devices such as a mouse, keyboard and monitor, except if the cost of such a single device is in excess of \$500.

Net Book Value

Net book value refers to the cost of a tangible capital asset, less accumulated amortization.

Non-Occupational Illness

Any illness that is not the result of a work related activity or workplace environment exposure or recognized as an occupational disease by the Workplace Safety and Insurance Board (WSIB).

Non-Standard Return to Work

An employee is able to return to work, but unable to return to his/her position after an illness or injury.

Occupational Illness

Occupational illness refers to a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the (student) worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997; (“maladie professionnelle”). Or reference the legal definition from Occupational Health and Safety Act (R.S.O. 1990, CHAPTER O.1)

Occupational Injury

Any injury such as a cut, fracture, sprain, amputation, etc., which results from a work-related event or from a single instantaneous exposure in the work environment. This includes an injury that occurs in the course of work or a health impairment caused by conditions in the work environment.

Offer of Admission, Conditional

Refers to an offer of admission that has been issued pending the successful completion of one or more published program admission requirements.

Offer of Admission, Full

An offer of admission to an applicant who has met all college and program eligibility requirements. No further academic requirements need to be met. The applicant must meet all financial timelines to maintain this offer.

Offer of Admission, Revoked

A revoked offer is one where an applicant has failed to meet the conditions or requirements of a conditional offer of admission by the date stipulated on the original offer of admission.

Official Charitable Receipt

A statement issued by Durham College Foundation to donors that includes the charitable number issued to the Foundation by the CRA, a declaration as to the value of the gift, date of the gift and name of the donor. Charitable receipts are required by the CRA to support the calculation of the allowable non-refundable tax credits.

Ontario College Quality Assurance Services

Ontario College Quality Assurance Services (OCQAS) is the regulating body that oversees the credentials validation of new and revised programs and supports Colleges through the CQAAP quality assurance processes.

Outer Perimeter

A secure line established by police, fire, EMS or security to define and isolate the emergency site as a closed controlled area.

Overload Registration Status

Overload registration status refers to registration in a post-secondary program where a student is taking more than 100 per cent of the total number of credit hours or courses in a program in a semester, according to the student's program of studies.

Over-Subscribed or Highly Competitive Program

Refers to a program of instruction for which the number of eligible applicants exceeds the number of applicants required to fill the program.

Pass

Represents credit achievement of skills-based requirements, as detailed in the course outline and/or program guide.

Password

A sequence of characters used to confirm the identity of a user or permission to access a resource.

Payment Card Industry

Referred to as PCI in short form

Permanent Program Suspension

Occurs when recruitment ceases, and no further students will be admitted. MCU will be advised

Perquisite

A perquisite, or perk, refers to a privilege that provides personal benefit to an individual or to a group of individuals, and one that is not generally available to others. A perquisite is not allowable if it is not a business-related requirement. To be allowable, a perquisite must be a business-related requirement for the effective performance of an individual's job.

Personal Information, Freedom of Information and Protection of Privacy Act

Recorded information about an identifiable individual, including:

- Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- Information relating to the educational, medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- Any identifying number, symbol or other particular assigned to the individual;
- The address, telephone number, fingerprints or blood type of the individual;
- The personal opinions or views of the individual except where they relate to another individual;
- Correspondence sent to the College by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence
- The views or opinions of another individual about the individual; and
- The individual's name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Personal Health Information, Personal Information Protection Act

Identifying information about an individual in oral or recorded form if the information:

- Relates to the physical or mental health of the individual, including information that consists of the health history of the individual's family;
- Relates to the providing of health care to the individual, including the identification of a person as a provider of health care to the individual;
- Is a plan of service within the meaning of the Home Care and Community Services Act, 1994 for the individual;
- Relates to payments or eligibility for health care, or eligibility for coverage of health care, in respect of the individual;
- Relates to the donation by the individual of any body part or bodily substance of the individual or is derived from the testing or examination of any such body part or bodily substance;
- Is the individual's health number, or
- Identifies an individual's substitute decision-maker.

Personal Information Banks

Personal Information Banks are descriptions of personal information that is organized or intended to be retrievable by a person's name or by an identifying number, symbol or other particular assigned only to that person.

Placement Employer

The employer with whom the Student Trainee is placed by a Training Agency to receive training as part of the requirements of their approved program.

Poisoned Work Environment

A poisoned work environment is created when an individual engages in conduct or makes comments that create a negative work environment based on the prohibited grounds set out in the Code or contrary to the OHSA. The comment or conduct must be of a significant nature or degree and have the effect of 'poisoning' the work/study environment. A complainant does not have to be a direct target to be adversely affected by a negative environment both real and virtual. It includes conduct or a comment that creates and maintains an offensive, hostile or intimidating climate for work/study. Examples include exposure to graffiti, signs, cartoons and remarks, along with exclusion and adverse treatment related to one or more of the prohibited grounds.

Political Activity

Political activity means:

- Supporting or opposing a federal or provincial political party;
- Supporting or opposing a federal, provincial or municipal candidate;
- Being or seeking to be a candidate in a federal, provincial or municipal election;
- Seeking to be a school board trustee candidate; or
- Commenting publicly and outside the scope of the duties of an employee's position on matters that are directly related to those duties and that are dealt with in the positions or policies of a federal or provincial political party or municipal government, or in the positions or policies publicly expressed by a candidate in a federal, provincial, or municipal election.

Policies

Policies are high-level documents that outline the importance of the topic and implications the topic has for operations. They describe what is to be done and why it is to be done.

Postsecondary Education Quality Assessment Board

Postsecondary Education Quality Assessment Board is the body that recommends and reviews degree-level programs to the Minister, Advanced Education and Skills Development.

Preparation of Deposits

Preparation of deposits refers to the process of rechecking the payments collected and entering the details on a deposit slip for lodgment to the College's bank account.

Primary or Secondary Contact, Emergencies

Primary and secondary contact refers to information given for the primary contact for any resident within the community. Either the primary or secondary contact will be called in the event of a loss of life should it be required to directly inform her or him of the loss of life. This

call will be made by the director of Residence Services/general manager (GM) following direction from the institution.

Primary Student Organization

The Primary Student Organization may be independently incorporated, and has a clearly defined and countable fee paying constituency. The Primary Student Organization, once recognized by the College has the authority to recognize other groups in accordance with relevant policies and guidelines. Durham College Students Inc. is currently the only Primary Student Organization that is recognized by Durham College.

Principal Investigator, Research

Principal investigator is an individual who submits the research application and accepts the responsibility for ensuring the ethical treatment of every human participant for the duration of the research.

Prior Learning Assessment and Recognition

Refers to the granting of course credit based on the formal demonstration of prior learning acquired through study, work, volunteer activities or life experience. Numeric grades received for PLAR shall be included in the calculation of student's grade point average.

Privacy Breach

The unauthorized collection, retention, use or disclosure of personal information.

Procedures

Procedures describe how something is to be done, identifying the specific tasks and steps necessary to carry out the work. A Procedure is always associated with a Policy; there may be more than one Procedure associated with any given Policy.

Product Licence

Product license is a licensing agreement between a supplier of a proprietary product and/or material and the College, in which the College is granted the right to use those proprietary product and/or material upon the terms and conditions set out in the product license.

Professional Dues

Required fees for membership to a professional association (also called a professional body, professional organization, or professional society).

Program Fee (Regular)

A postsecondary program of instruction for which colleges must establish a tuition fee within the minimum and maximum fees specified in Appendix A of the Tuition and Ancillary Fees Minister's Binding Policy Directive in order to be eligible for funding under the Core Operating Grant. Regular fee programs include the following types of activity:

- full-time regular postsecondary basic programs
- part-time activity

- tuition-short programs
- prior learning assessment and recognition

Program Grade Point Average (PGPA)

Refers to the system of calculating academic achievement in a program by dividing the total number of grade points earned to date in a program by the total number of instructional hours for the courses taken to date in that program.

Program Health Matrix (PHM 2.0)

The program health matrix is a report prepared by the Office of Research Services, Innovation and Entrepreneurship that provides data outlining the 'health' of a program particularly, performance and sustainability. The PHM 2.0 includes a variety of indicators to assess the program's quality and sustainability to help identify program's areas of strength and concern.

Program Intake Suspension

Occurs when it is decided not to offer a particular cohort intake due to low enrolment or other circumstances. An intake suspension refers to the semester (i.e.: Winter intake). If a program intake has been suspended for three consecutive application cycles, it will be considered for indefinite or permanent suspension. A program that has an intake suspension will remain 'active' with MCU.

Program of Study

The Program of Study (POS) maps the curriculum and course sequence for an Academic Program of Instruction, including course codes, descriptions and learning outcomes, essential employability skills (as required), general education/breadth course requirements, learning and evaluation plans, PLAR opportunities, pre/co-requisites, credits, and course delivery modes.

Program Quality Assurance Process (PQAP)

The program quality assurance process is an internal comprehensive, integrated framework that monitors and is focused on continuous improvement of the quality of programs and processes to support academic excellence and a successful student experience.

Program Review, Targeted

A targeted program review is a study of one or more specific elements/criterion of a program and may require further research, consultation with stakeholders, and analysis and may result in recommendations and action plan for improvement.

Program Review Team

Each program under comprehensive review is assigned a Program Review Team which consists of the executive dean/dean/associate dean or director, a program review facilitator to lead the review (faculty member), and at least two other faculty members who teach within the program. The faculty members designated as review team members are assigned by the appropriate executive dean/dean/director.

Program Team

A program team includes individuals and faculty with knowledge expertise in the specific field, the executive dean/dean, associate dean, and may include technicians/technologists. In the case of new program development, the program team could also include course developers, stakeholders, industry representatives, and community partners.

Progressive Discipline, Students

A process that promotes positive student behaviour and enables the College to choose from a continuum of interventions and supports to address inappropriate student behaviour.

Property

Property refers to any owned or leased land, buildings or other physical assets allocated in law to Durham College.

Prospect

Any individual, corporation, foundation or organization that has the potential to make a gift to the College.

Prospect Clearance

A formalized activity conducted regularly to ensure that the assignment of prospects for approved fundraising initiatives is conducted in a co-ordinated fashion. Three principles guide the decisions of prospect clearance:

- Solicitation of prospects will be co-ordinated to ensure funding for college activities of the highest priority.
- In the context of a specific initiative, the case for support identifies the rationale and academic priorities for a fundraising strategy. If an individual proposes to raise other funds for items not identified in the case for support, the prospect clearance process will assess this activity relative to those listed in the case for support. This evaluation will be done in consultation with the president of Durham College.
- A donor-centred approach will be taken to ensure the prospect's needs are taken into consideration.

Prospect Database

A confidential database that:

- Lists prospects with fundamental information, such as address, telephone number, email and title;
- Identifies the solicitor for these prospects;
- Identifies the project for which these prospects are being cultivated;
- Identifies prospect relationship; actions taken; requested amount;
- Tracks activity on contact with the prospect.

Protocol, Research

The description of the project that is included in the application submitted to the Durham College Research Ethics Board (REB).

Psychiatric Disability

A documented functional impairment in an important area of life such as academics.

Qualified Applicant

For the purposes of this policy means a person who has applied to Durham College and whose qualifications meet the requirements to be considered further for an offer of admission to a College academic program, course or other academic offering.

Raiser's Edge

Specialized customer relations management system used to house donor information and produce tax receipts.

Records Management

Records management is the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

Records Management – Active Records

Active records refers to records in frequent use, regardless of their date of creation, required for current business relating to the administration or function of the organization. Such records are usually maintained within the office space to allow for convenient and timely access.

Records Management – Archives

Archives refers to both records and materials that are appraised to have archival value. Also refers to the physical place where archival materials and records are stored.

Records Management – Batch

Refers to the scanning of multiple documents at once. Batches usually consist of a set of documents that are all for one person or are all of the same type (example: a set of transcripts that belong to different students). Incoming documents are separated into batches according to the unit they support (Admissions, Academic Record, or Awards & Financial Aid) and routed to the appropriate capture operator for document preparation and capture.

Records Management – Capture

The creation of an electronic image from a Document.

Records Management – Classification

The systematic identification and/or arrangement of business activities and/or records into categories according to logically structured conventions, methods, and procedural rules.

Records Management – College Record

Is a record of information in any format that documents a transaction, decision, or relationship made by the College. It has continuing value in the future to complete further work, to provide evidence, to serve as institutional memory of obligations, responsibilities, decisions and actions, or to document the unique character and history of the institution.

Records Management – Common Records Schedule

The College's Common Records Schedule provides a classification framework for organizing records in all formats based on eleven function groups associated with a College process or activity. Each classification has an assigned retention period and Office of Primary Responsibility to ensure the college is able to uphold legal, fiscal and statutory compliance requirements, administrative or operational needs and preserve records of archival value.

Records Management – Confidential Information

Information that must be protected from unauthorized access, use or destruction according to legal, fiscal and statutory requirements, archival value and administrative or operational needs.

Records Management – Conversion Ready, Records

The process of changing records from one format to another, this includes the scanning of images and documents to convert from a physical record to an electronic record.

Records Management - Destruction, Records

The process of eliminating or deleting a record, beyond any possible reconstruction.

Records Management – Disposal

Is the transfer of records to their final state, either destruction or archives.

Records Management – Disposition

The range of processes associated with implementing records retention, destruction or transfer decisions, which are documented in the Common Records Schedule.

Records Management – Document Imaging Program

An authorized program following strict control guidelines to achieve specific objectives in the capture, storage, and retrieval of images.

Records Management – Document Management System

Is an information management system that manages the capture, distribution, maintenance and disposal of source records of an organization in a controlled manner.

Records Management – Electronic Records

Records that are communicated and maintained by means of electronic equipment and that have:

- Structure: the format of the electronic record and any links to attachments or other related documents;
- Content: the information in the structure of the electronic record conveying the

evidence of the transaction; and

- Context: the information documenting the source in terms of the transaction to which it relates, creator, date, security and access, language, disposal, format etc. of the electronic record and which is normally separated in the structure from the content.

Records Management – Enhancement

Is heightening the legibility of a record by various manual or electronic methods in a manner that will not change the interpretation of the record.

Records Management – Enterprise Content Management (ECM)

Refers to technologies, tools, and methods used to capture, manage, store, preserve and deliver content across an enterprise. ECM platforms provide the integrated tools, methods and strategies for establishing information (documents, records and, archives) management systems.

Records Management – File Class

Each function is broken down into file classes. A file class is a group of related records supporting and documenting activities, related tasks and transactions. These file classes are listed in the CRS and are represented by a number.

Records Management – File Plan

File plan refers to a plan or scheme developed by an office, department or organization to organize and arrange different types of files.

Records Management – Function

A group of activities that fulfils the major responsibilities for achieving the strategic goals of a business entity.

Records Management – Image

The electronic reproduction of a Document.

Records Management – Image Management System

Is a system of procedures and technological components that operate in an integrated manner to capture, store, index, retrieve, distribute, insert, erase and modify images.

Records Management – Inactive Records

Inactive records are records no longer needed on a day-to-day basis but may be required for administrative, legal or historical reasons.

Records Management – Indexing

Adding contextual information to an image to enable the retrieval of the image and document its origin.

Records Management – Information

Includes data, facts and knowledge that exists in any format, including text, audio, digital or images, and that conveys meaning.

Records Management – Information Governance

A strategic, cross-disciplinary framework composed of standards, processes, roles, and metrics that hold organizations and individuals accountable for the proper handling of information assets.

Records Management – Information Lifecycle

The lifecycle of information includes collection or creation, and capture of information; organization and classification; storage; retrieval and dissemination to information users; and final disposition (disposal, destruction, or long-term preservation).

Records Management – Information Management

The systematic, skillful control and custodianship of the College's information and records in accordance with the principles and practices described in the policy, throughout all stages of the information lifecycle.

Records Management – Internal Confidential Information

Information that is not protected by law or industry regulation from unauthorized access, use or destruction, but could cause harm to the institution or others if released to unauthorized individuals.

Records Management – Office of Primary Responsibility

Is the office or unit that is principally accountable for the creation and/or maintenance of a particular file class of records.

Records Management – Email/Chat Communication-Official

Means any recorded information transmitted using an email or chat/messaging application to conduct college business that binds the institution and/or constitutes an agreement between parties

Records Management – Email/Chat Communication – Transitory

Means a communicated record transmitted using an email or chat/messaging application that has only immediate or short-term usefulness or value and will not be needed again in the future. Transitory communication records contain information that is not required to meet legal or financial obligations or to sustain administrative or operational functions and has no archival value

Records Management – Official Record

Means any recorded information, regardless of medium or characteristics, made or received and retained by Durham College in pursuance of legal obligations or in the transaction of business.

Records Management - Originator

Anyone who initiates the process of preparing and sending a document for approvals.

Records Management – Public Information

Information that may be freely released to the public.

Records Management – Quality Assurance

The process which takes place to verify the accuracy and completeness of a sample of images and their indexing.

Records Management – Quality Control

The process which takes place to provide confidence that the image yields the same data as the source document.

Records Management – Record

Any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:

- Correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and
- Any record that requires equipment to read the information it holds (machine readable record) information that requires equipment to read the information they hold, such as audio, video, computer media records) under the control of Durham College by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution.

Records Management – Recording

A means of replication by video or audio devices including, but not limited to, audio or video records, cellphones and computers.

Records Management – Records Lifecycle

Records lifecycle refers to a mapping of the stages in the life of a record from creation to destruction or transfer to archives.

Records Management – Retention

The duration of time that the information is to be maintained.

Records Management – Scan/Scanning

Refers to the action of digitally capturing an image using an electronic scanner.

Records Management – Semi-Active Records

Semi-active records refers to records that are referred to infrequently and therefore are typically stored away from the work area.

Records Management – Series

Records that are arranged or maintained as a unit as a result of the same accumulation or activity or because of some other relationship arising out of their creation, receipt and/or use.

Records Management – Source Record

The existing record to be captured for the Document Imaging Program.

Records Management – Transitory Records

means a record that has only immediate or short-term usefulness or value and will not be needed again in the future. Transitory records contain information that is not required to meet legal or financial obligations or to sustain administrative or operational functions and has no archival value. Examples include drafts of minutes, calendar invites, copies of expense reports or invoices after the official records has been sent to Finance, unsigned agreements/contracts, etc.

Records Management – Vital Records

Vital records are records that are necessary to ensure the ongoing operation of an organization in the event of a disaster or other disruption to normal operating conditions.

Refunds

Refunds refer to the process of giving back value for amounts previously collected as payments.

Relationship Manager

An employee or volunteer who takes a leadership role in the identification, cultivation or solicitation of a prospect or donor.

Remote Work

An arrangement whereby an employee fulfills their job responsibilities at a remote location that is not operated by the employer for one or more days per week.

Renaming

Refers to replacing an honorific name assigned to a tangible or intangible College asset with another honorific name, for reasons including, but not limited to the initial asset being demolished or significantly renovated; the initial asset's purpose and/or use is substantially altered; program or service discontinuation; and or any other reason the asset might require the change.

Renewal, Policies and Procedures

Renewal is the process of scheduled assessment of the currency of Policies and Procedures; consultation with College departments impacted by the Policies a Procedures; updating, review and approval by the Durham College Leadership Team of the Policy and Procedure.

Reportable Incidents

For purposes of incident reporting within the College, a reportable incident is one that:

- (a) Results in personal injury (including injuries requiring first aid or an occupational illness, lost time from work or property damage);
- (b) Involves a fire or explosion;
- (c) Occurs to any person on College premises;
- (d) Occurs to a College employee in the course of his or her work either on or off College premises;
- (e) Occurs to a student during the course of her or his classroom, laboratory or field work;

- (f) Occurs to a student during the course of a work placement (either paid or unpaid), which forms part of his or her College curriculum; or
- (g) Occurs during the course of athletic activities taking place on College premises or off College premises when under the sponsorship of the College.

Research and Scholarly Activities

Any internally or externally funded research or scholarly activities which the College and the academic community in general consider to be research and scholarly activities, including:

- Finding solutions to practical problems through the application of knowledge and innovation;
- Experimental discovery;
- Activities leading to the publication of books and monographs and contributions in edited books;
- Preparation of papers for submission to refereed and non-refereed journals, and those delivered at professional meetings;
- Consulting and contract work under the auspices of the College and other professional activities involving research;
- Participation on panels;
- Unpublished research, including work in progress;
- Editorial and refereeing duties;
- Creative works and performances; and
- Course writing and course design including creation of technological materials

Research Ethics Board

The Durham College Research Ethics Board (REB) oversees ethical screening and conducts a full review of research projects involving human participants. One board has been established to evaluate all research and ensure the research is conducted in a manner that is consistent with this policy.

Residual Risk

The amount of risk remaining after controls have been put in place to mitigate the inherent risk.

Resources

Resources refer to any tangible asset owned or leased by the College.

Respondent, Research

An individual against whom an allegation of research misconduct is made.

Review Date, Policies and Procedures

The month and year, determined by the Author at the creation or renewal of the Policy or Procedure, at which the Policy or Procedure is to undergo renewal. This date is determined by the Author, based on their knowledge and assessment of likely legislative, business practice or

College sector best-practice changes.

Review of Records, Financial Control

Review of records refers to a control process that involves rechecking and verifying that the cash-receipt-records are correct and complete, and that they agree with the actual payments collected.

Revised Date(s), Policies and Procedures

The month and year during which the Policy or Procedure underwent revision without a full assessment and update.

Revision, Policies and Procedures

Revision is an unscheduled updating of Policies or Procedures, often resulting from unanticipated changes in legislation, business practices, or College sector best-practice change which takes place between the Effective Date and the Review Date of the Policy or Procedure.

Risk

Risk refers broadly to internal and/or external factors (known and unknown) that may impact the College’s ability to achieve its objectives, including, but not limited to, accidents, legal action, natural disasters, health and safety responsibilities, financial constraints, legislative requirements, staffing limitations, partnerships, procurement needs, training deficiencies, theft, loss or destruction of resources, information system security breaches, negligence and/or infrastructure capabilities.

Risk, Inherent

The amount of risk that exists without consideration of current controls that are in place to mitigate the risk.

Risk Analysis

Risk analysis is the process to understand the nature of a risk, categorize a risk and determine the level of a risk.

Risk Assessment

Risk assessment refers to the process of risk identification, analysis, evaluation, prioritization and remediation, in both qualitative and quantitative forms. Risk assessment gauges both the likelihood and the overall impact of an adverse or favorable event on College operations and/or goals.

Risk Evaluation

Risk evaluation is the process of comparing the results of risk analysis with risk criteria to determine whether the risk and the level of the risk are acceptable, unacceptable or acceptable with treatment.

Risk Identification

Risk identification is the process of finding, recognizing and describing risks.

Risk Management

Risk management refers to the culture, processes and actions employed by Durham College to effectively manage liability, reduce risk and also to realize opportunities.

Risk Management, Campus-Wide

Campus-wide risk management refers to the systematic application of management practices and procedures to identify, evaluate, prioritize, treat/mitigate, transfer, avoid, monitor, accept and/or communicate risk.

Risk Register

Risk register is a comprehensive list of identified risks. The register describes the risks, analyzes and evaluates the risks, lists risk treatments, identifies risk owners and provides an action plan for a risk if it is rated high or extreme.

Risk Treatment

Risk treatment is the process of identifying specific actions or steps that will be taken to modify, mitigate, eliminate or capitalize on a particular risk. This could include, but would not be limited to, removing the source of the risk, changing the likelihood or consequence of the risk occurring, sharing the risk with other parties, retaining the risk by informed decision or taking/increasing risk in order to pursue an opportunity.

Sanction, Research

Remedial or disciplinary actions proportional to the severity of the breach of policy or misconduct.

Sanction, Student Conduct

An intervention connected to a violation of a responsibility, used as a means of enforcing responsibilities.

Satisfactory

Represents credit achievement of skills-based requirements, as detailed in the course outline and/or program guide.

Secondary Group

A group of campus employees identified as having the best combination of skills to effectively support a student whose behaviour prompted the cause for concern.

Security

Security refers to those measures necessary to protect persons or property from unsolicited willful acts intended to harm individuals or property.

Semester Grade Point Average (SGPA)

Refers to the system of calculating academic achievement based on the total number of grade points earned in a specific semester divided by the total number of instructional hours for the courses taken within that semester.

Senior Academic Administrator

This is a general term is used to describe an Executive Dean, Dean or Associate Dean in an academic school.

Service Animal

An animal is a Service Animal for a person with a disability under the AODA if:

- a) The animal can be readily identified as one that is being used by the person for reasons relating to the person's disability as a result of visual indicators such as the vest or harness worn by the animal.
- b) The person provides documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to the disability:
 - i. A member of the College of Audiologists and Speech-Language Pathologists of Ontario;
 - ii. A member of the College of Chiropractors of Ontario
 - iii. A member of the College of Nurses of Ontario
 - iv. A member of the College of Occupational Therapists of Ontario
 - v. A member of the College of Optometrists of Ontario
 - vi. A member of the College of Physicians and Surgeons of Ontario
 - vii. A member of the College of Physiotherapists of Ontario
 - viii. A member of the College of Psychologists of Ontario
 - ix. A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario. O. Reg 165/16, s. 16.

Settlement Services, International Office

Settlement Services refers to the services offered by Durham College International to new international students arriving in Canada and can include airport pickup, short-term accommodation and assistance in finding permanent accommodation.

Sexual Assault

A criminal offence under the Criminal Code of Canada. Sexual assault is any type of unwanted sexual act done by one person to another that violates the sexual integrity of the victim and involves a range of behaviours from any unwanted touching to penetration. Sexual assault is characterized by a broad range of behaviours that involve the use of force, threats, or control towards a person, which makes that person feel uncomfortable, distressed, frightened, threatened, or that is carried out in circumstances in which the person has not freely agreed, consented to, or is incapable of consenting to.

Sexual Assault, Acquaintance

Sexual contact that is forced, manipulated, or coerced by a partner, friend or acquaintance.

Sexual Assault, Drug-Facilitated

The use of alcohol and/or drugs (prescription or non-prescription) by a perpetrator to control, overpower or subdue an individual for purposes of sexual assault.

Sexual Activity, Age of Consent

The age at which a person can legally consent to sexual activity. In Canada, children under 12 can never legally consent to sexual acts. Sixteen is the legal age of consent for sexual acts. There are variations on the age of consent for adolescents who are close in age between the ages of 12 and 16. Twelve and 13 year-olds can consent to have sex with other youth who are less than 2 years older than themselves. Youth who are 14 and 15 years old may consent to sexual involvement that is mutual with a person who is less than 5 years older. Youths 16 and 17 years old may legally consent to sexual acts with someone who is not in a position of trust or authority.

Sexual Harassment, Workplace

Sexual harassment is one, or a series of, comment(s) or conduct that is gender related or of a sexual nature that is known or might reasonably be known to be unwelcome/unwanted, offensive, intimidating, hostile or inappropriate. In order to constitute sexual harassment, the conduct complained of must detrimentally affect the complainant's work/study environment by creating a hostile atmosphere in which the victim is made to feel inferior, inadequate, or offended. Examples include gestures; remarks; jokes; slurs; taunting; innuendo; threats; physical; verbal or sexual assault; unwanted physical contact; invitations; leering; the display of sexually offensive material; solicitation; demands; penalties related to sexual orientation, marital, or family status; unwanted attention; implied or express promise of reward or benefit in return for sexual favours; implied or express threat or act of reprisal if sexual favours are not given; and sexual assault; making a sexual solicitation or advance where the person making the advance is in a position to confer, grant, or deny a benefit or advancement to a worker or student and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Sexual Misconduct

Sexual Misconduct means, in relation to the behaviour of a Durham College employee towards a Durham College student, physical sexual relations with the student, touching of a sexual nature of the student, or behaviour or remarks of a sexual nature toward the student, where i) the act constitutes an offense under the Criminal Code; ii) the act infringes the rights of a student under the Human Rights Code to be free from a sexual solicitation or advance, and to be free from reprisal or threat of reprisal for the rejection of a sexual solicitation or advance; or iii) the act is contrary to Durham College's Employee Code of Conduct or its Harassment, Workplace Sexual Harassment/Misconduct and Discrimination Policy and Procedure.

Sexual Orientation

A person's capacity for profound emotional and sexual attraction to another person based on their sex and/or gender. Gender identity and sexual orientation are not the same.

Sexual Violence

Any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

Sexual Violence – Complaint

A written allegation of sexual violence made for the purpose of invoking the processes set out in Section 6 of the Sexual Violence policy.

Sexual Violence - Complainant

An individual who has filed a complaint under the Sexual Violence policy.

Sexual Violence: (To) Disclose

To share information about an incident of sexual violence with the College for the purpose of receiving support, counselling or accommodation or to obtain information about how to make a Complaint.

Sexual Violence: Student

Any person who is registered, full-time or part-time, in a course or program of study, including a non-degree diploma or certificate (whether for credit or not), offered through the College, or anyone who was so registered when an incident of Sexual Violence is alleged to have occurred. "Student" also means persons registered with the College on a letter of permission and persons on exchange at the College.

School Societies

School societies or academic organizations are defined as student organizations whose membership is primarily determined by the student's program(s) of study. The DCSI funds societies and is responsible for oversight of their operations. Societies are not incorporated and do not require recognition of the dean. A dean and/or faculty members may work with societies.

Scribe

An individual assigned to record and document the events of an incident or emergency for the IMRT/EMRT.

Signature – Digital

A digital signature is an electronic, encrypted, stamp of authentication on digital information or electronic documents.

Signature- Electronic

An electronic signature is used to verify a document, and can include electronic ticks, or scanned signatures. It shows intent to sign the contract, but is comprised of less security features than the digital signature.

Smudging

A purification ceremony where any one or a combination of the four Sacred Medicines will be lit with a match. When lit, the burning Medicines will produce smoke and a scent is given off. The smoke is drawn over the individual(s) or area to release negative energy, create a positive mindset, and to ground the individual. Smudging is always performed voluntarily and may be done in the context of ceremony, teaching, advising, and/or counselling.

Space

Building interior areas that can be occupied for academic or non-academic use (e.g., assignable), less the areas specified for access, circulation and services (e.g. non-assignable) (as specified in the Building Code, Life Safety Code, etc.).

Sponsors

Individuals, corporations or foundations who provide financial or in-kind support to the College in return for material benefit to themselves and without the benefit of a tax receipt.

SPP India

The Student Partners Program is a joint program between Immigration, Refugee, and Citizenship Canada visa offices in India and Colleges and Institutes Canada that streamlines the study permit application process for students from India wanting to study at Canadian colleges.

Stalking

A form of criminal harassment prohibited by the Criminal Code of Canada. It involves behaviours that occur on more than one occasion and which collectively instill fear in the individual or threaten the individual's/target's safety or mental health. Stalking can also include threats of harm to the target's friends and/or family. These behaviours include, but are not limited to non-consensual communications (face to face, phone, email, social media); threatening or obscene gestures; surveillance; sending unsolicited gifts; "creeping" via social media/cyberstalking; and uttering threats.

Student, Academic Upgrading

An individual who is actively registered in one or more secondary school level courses. Students in academic upgrading courses do not pay fees.

Student, Apprenticeship

An individual who is actively registered in a Ministry approved apprenticeship program. Students in apprenticeship programs pay a classroom tuition fee and a transcript fee at the point of registration.

Student, Audit

Refers to an individual who registers for a course or courses, participates in classes, but does not do any of the course assignments or tests. Audit students are not entitled to a final grade.

Student, Continuing Education Student

An individual who is actively registered through the School of Continuing Education. Continuing education students pay tuition and administrative fees associated with specific courses and/or programs at the point of registration.

Student, Co-op

An individual who is actively registered in the co-operative education option of a post-secondary of study. Co-op students pay an additional program fee to participate in the program.

Student Conduct Standing Committee

The Student Conduct Standing Committee is comprised of (a) three senior academic administrators, (b) three Student Affairs staff members, and (d) three student members, to be selected jointly by the college and Durham College Students Inc. (DCSI). Employee members shall serve two-year terms and student members shall serve one-year terms.

Student, Corporate Training Services (CTS)

An individual who is actively registered with Corporate Training Services. Students in CTS courses pay course and supply fees at the point of registration.

Student Data – Internal - (moderate level of sensitivity)

Is aggregate data protected due to proprietary, competitive, ethical, privacy considerations, even though there may not be direct implications on a legislative or regulatory basis. Internal data is restricted to employees designated by the College who have a legitimate business purpose for accessing such data. Examples include key performance indicator analysis, enrolment projections, program review data and/or new program development considerations.

Student Data – Public- (low level of sensitivity)

Is aggregate data protected due to proprietary, competitive, ethical, privacy considerations, even though there may not be direct implications on a legislative or regulatory basis. Internal data is restricted to employees designated by the College who have a legitimate business purpose for accessing such data. Examples include key performance indicator analysis, enrolment projections, program review data and/or new program development considerations.

Student Data – Restricted -(high level sensitivity)

Is data protected by legislation, regulation or policy. This classification represents information that is not protected by legislation or regulations, but for which the Information Owner has exercised the right to restrict access. Examples include personally identifiable information, Social Insurance Numbers, salary data, and/or financial aid data.

Student, International

A foreign national who meets the requirements that authorize enrolment in an educational institution in Canada established under the Immigration and Refugee Protection Act (Canada).

Student, Mature

Refers to domestic applicants who are 19 years and older by the beginning of classes with the admission requirements but who have not completed a high school diploma.

Student, Off-Track

Refers to a student who is no longer following the sequential progression of courses within their program of instruction.

Student, Placement

Placement student (student trainee) refers to a person who meets all of the following criteria: registered at Durham College; attending a placement employer that is authorized by a Durham College academic school; participating in placement employer's activities to fulfill program learning outcomes.

Student Portal

A web-based, secure central hub for students to view academic, administrative and extracurricular information. Used from admissions to graduation, students can access documents and services, including registration, records, payment options, financial aid and awards, course outlines and student jobs.

Student, Post-Secondary – Full-Time

An individual who is actively registered in at least 70 per cent of the total number of credit hours or 66.6 per cent of the total number of courses in a Ministry approved program in a given semester (according to the student's program of studies). Full-time post-secondary students pay full tuition, ancillary fees, student association levies and program specific fees in advance of registration.

Student, Post-Secondary – Part-Time

An individual who is actively registered in less than 70 per cent of the total number of credit hours or 66.6 per cent of the total number of courses in a Ministry approved program in a given semester (according to the student's program of studies). Part-time post-secondary students pay a reduced tuition fee, ancillary and program specific fees based at the point of registration. These fees are calculated based on the number of courses they are taking. Note that these students do not pay student association levies.

Student, Primary

The student who demonstrates concerning behaviour, which subsequently prompts the assembly of College officials when a cause for concern is reported.

Student, School-to-College-Work-Initiative (SCWI)

An individual who is actively registered in one or more post-secondary course as approved by their high school. Students in the SCWI program do not pay fees.

Student, Unpaid Work Placement

Refers to a curricular activity that provides a placement student with intensive hands-on practical experience in a workplace setting in fulfillment of program learning outcomes for which the student does not receive a regular salary or wage from the placement employer. Student unpaid work placement may include but is not limited to clinical placement, field placement, and mandatory professional practicum. It does not include paid experiential learning activities.

Student-at-Academic Risk

Refers to a student who under-performs in a course or program learning outcomes (ie: low or failing grades).

Student Organizations

Organizations whose members are currently enrolled students at Durham College and who share a common goal or interest. Student organizations include Primary Student Organizations, Campus Clubs and School Societies or academic organizations.

Study Permit

A study permit is the immigration document that international students receive from Immigration, Refugees, and Citizenship Canada that provides them status in Canada and allows them to study at an educational institution for a prescribed time period.

Subject Matter Expert

An individual with well-developed knowledge and skills in a particular area or topic.

Supervisor

A person who has charge of a workplace or authority over any worker.

Support Centre

Any employee may observe or receive information about behaviours of concern. The employee will contact one of the Support Centres which are: the Office of Campus Safety, the Campus Health Centre, Residence and the Office of Student Affairs.

Support Person, Service Animal Policy and Procedure

In relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs, or with access to goods, services or facilities.

Survivor

Some who have experienced sexual violence may choose to identify as a survivor. A survivor is anyone who has experienced sexual assault. Individuals might be more familiar with the term

“victim”. We use the term survivor throughout this policy and procedure where relevant because some who have experienced sexual assault believe they have overcome the violent experience and do not wish to identify with the victimization. It is the prerogative of the person who has experienced these circumstances to determine how they wish to identify.

Target Audience

The particular group of people identified as the intended recipient of the information sent via the College’s communication channels.

Teaching Squares

Teaching Squares involves a self-reflective process about teaching gained through observation of one’s peers. It is not peer evaluation but self-evaluation in a safe, mutually supportive environment. Four instructors from different disciplines (the square) visit each other’s classes to observe teaching methods, attitudes, classroom materials, and classroom management. After the instructors have observed each other’s classes, they get together to reflect on the positive aspects they have learned and how they might improve their own classes.

Tethering

Tethering is the process of connecting any mobile computing device to the Internet using a cellular mobile device. Tethering can also be known as setting up a ‘hot spot’.

Traditional Medicines

The four Sacred Medicines are Tobacco, Sage, Cedar and Sweet grass and may be used daily in ceremony.

Transfer Credit

Credit awarded for a course taken at another recognized post-secondary institution that is approved as equivalent. Transfer credits are not used in the calculation of a student’s semester GPA and program GPA.

Transfer Guide

An online listing of further education opportunities available to Durham College graduates.

Transgender

An umbrella term describing a diverse community of people whose gender identity differs from that which they were designated at birth on the basis of physical sex characteristics. It also refers to expressions and identities that challenge the binary male/female gender system in a given culture. Transgender people may or may not decide to alter their bodies hormonally and/or surgically.

Transitioning

Refers to the complex process of altering one’s birth sex over a long period of time. Transition includes some or all of the following personal, legal and medical adjustments: telling one’s family, friends and/or co-workers; changing one’s name and/or sex on legal documents; hormone therapy; and possibly (though not always) one or more forms of surgery.

Transsexual

An older term which originated in the medical and psychological communities to describe a person whose sex assigned at birth does not correspond with their gender identity. Although some transsexual people still prefer to use the term to describe themselves, many transgender people prefer the term transgender to transsexual. Unlike transgender, transsexual is not an umbrella term.

Two-Spirit

Some Aboriginal people choose to identify as Two-Spirit rather than, or in addition to, identifying as lesbian, gay, bisexual, transgender or queer. Two-Spirited persons were often visionaries, healers and medicine people in their communities. The term Two-Spirit affirms the interrelatedness of all aspects of identity – including gender, sexuality, community, culture and spirituality.

Unconvertible

- It is not technically feasible to convert the information or communications;
- The technology to convert the information or communications is not readily available.

Underload Registration Status

Underload registration status refers to registration in a post-secondary program where a student is taking less than 70% of the contact hours or 66 2/3% of the courses required for the program in a given semester or reporting period. The 70% or 66 2/3% of the requirements are calculated based on 100% of the hours or courses defined for the program's semester, which varies by program and by semester.

Undue Hardship

Undue hardship in the definition provided in the Ontario Human Rights Code, prescribes only three considerations: cost, availability of outside sources of funding and health and safety requirements. Evidence of undue hardship must be real, direct and quantifiable.

Unincorporated Business

Businesses registered with the Ministry of Government and Consumer Services. They do not have limited liability and are not recognized as a separate legal entity by Canada Revenue Agency and the Income Tax Act.

Universal Design for Learning

Universal Design for Learning refers to the principles that support creating an inclusive and accessible learning environment and experience for students. Universal design for learning is achieved through the development of flexible curricular materials and activities and reduces barriers to learning, increases student engagement, provides opportunities for students to be self-directed, and aids in meeting the standards in the Accessibility for Ontarians with Disabilities Act.

Upper-level Degree Breadth Courses

Upper-level degree breadth courses contribute to a deeper understanding and analysis of the non-core field.

Unsatisfactory

Represents credit not achieved for skills-based requirements, as detailed in the course outline and/or program guide.

User, Information Technology

User refers to any person who accesses the College's information technology such as students, employees, volunteers and guests.

User Account

User Account refers to the privilege and/or permission granted to a specific user to access a particular portion of the College's information technology.

Users, General

Users refers to students, employees, contractors, guests, visitors and the public at large that wish to participate in a College-sanctioned activity on College-owned or leased property.

Violence, Domestic

Domestic violence refers to a pattern of behavior used by one person to gain power and control over another person with whom they or them or has had an intimate relationship. This pattern of behavior may include physical violence; sexual, emotional, and psychological intimidation; verbal abuse; stalking; and criminal harassment. This behavior can occur regardless of age, race, economic, educational and religious backgrounds, sexual orientation, living arrangements or duration of relationship.

Violence, Workplace

Workplace violence refers to any act in which a person injures a worker through the use of physical force, attempts to injure a worker through the use of physical force, or threatens to use physical force to injure a worker. Workplace violence also includes domestic/partner violence where a worker may be injured at a workplace.

Virtual Private Network

A Virtual Private Network is an encrypted connection over the Internet from a device to a network.

Void

Void refers to the cancellation of a transaction that was previously entered or processed

Wages

Wage means:

- (a) monetary remuneration payable by an employer to an employee under the terms of an employment contract, oral or written, express or implied,
- (b) any payment required to be made by an employer to an employee under this Act, and
- (c) any allowances for room or board under an employment contract or prescribed allowances,

But does not include;

- (a) tips and other gratuities,
- (b) any sums paid as gifts or bonuses that are dependent on the discretion of the employer and that are not related to hours, production or efficiency,
- (c) expenses and travelling allowances, or,
- (d) subject to subsections 60 (3) or 62 (2), employer contributions to a benefit plan and payments to which an employee is entitled from a benefit plan (salary).

Wages/Fair Wage Rate

Wages or Fair Wage Rate includes the hourly rate, vacation and holiday pay, and any amount for fringe benefits shown in the current Fair Wage Schedule to be paid to a worker.

Warm Zone

An area where there is reduced risk of contamination. This is usually the corridor used by emergency services personnel to enter and exit the Hot Zone. Decontamination, if necessary, takes place at the exit point of the Warm Zone. Persons not equipped with appropriate protective clothing shall not enter the Warm Zone.

WebCOT

WebCOT is the web-based portal used for the development and revision of course outlines.

Whistle Blowing

Whistle blowing is the release or disclosure of information that is evidence of improper activity or a violation of law. Whistle blowing is not individual concerns, appeals, complaints or grievances, which shall be dealt with through internal operational policy; and is not intended to circumvent normal internal process.

Wireless Access Point

A device that allows wireless devices to connect to a wired network using Wi-Fi technology.

Wireless Enabled Devices

Cellular phones and wireless-capable data devices such as laptops, tablets, kiosks, digital signage, etc.

Withdrawal

Activity initiated by a student to remove him/herself from a registered course.

Withdrawn

Academic progression designation assigned when a student formally withdraws from a course after the published withdrawal deadline, but before 75 per cent of the course hours have been completed.

Withdrawal Deadline

The withdrawal deadline refers to the official date, as established by the Durham College Office of Strategic Enrolment Management, by which a student must formally indicate their intention to withdraw from their program.

Work (Intellectual Property)

Means any and all works of authorship, trademarks, patents, products, documentation, designs, inventions, modifications, discoveries, developments, improvements, programs, processes, software programs, formulae, data, techniques, or other intellectual property.

Workplace

Workplace means any land, premises, location or thing at, upon, in or near which a worker works. (OHSA S.1-Definitions). Pertaining to the College, the workplace includes any College building or property where any employee is present, for the purpose of employment or representing the College, or any other location in which work activities occur. This includes College-related social functions, athletic events in the course of work, visits to academic placement locations and off-campus field trips, employment-related travel or professional development.

Workplace Harassment

Harassment is engaging in a course of vexatious comment or conduct against an individual or group that is known, or ought reasonably to be known to be unwelcome. Harassment may be based on one or more of the prohibited grounds set out in the *Code*, or it may be any course of inappropriate conduct or comment which makes a reasonable person feel uncomfortable, embarrassed, offended or intimidated and/or results in a poisoned working or learning environment. While harassment is usually defined as resulting from a pattern or course of behaviour, one act may be so egregious that it constitutes harassment on its own. Reasonable action by a College, a manager and/or a supervisor in the course of managing the workplace is not workplace harassment. Examples of this include but are not limited to the following:

- Transfer, demotion, discipline, counsel or dismissal of an employee in a reasonable manner.
- A decision, based on reasonable grounds and facts, not to promote or grant another benefit in connection with an employee's employment or performance.
- The right and responsibility of managers to conduct ongoing evaluations of employee performance at work, which may include reasonable criticism of performance and/or may result in reasonable changes to a person's assignment as a result of an evaluation.

Workplace sexual harassment is also workplace harassment. The prohibited grounds set out in the *Code* are:

- Age
- Ancestry, colour, race
- Citizenship
- Ethnic origin
- Place of origin
- Creed
- Disability
- Family status
- Marital status (including single status)
- Gender identity, gender expression
- Receipt of public assistance (in housing only)
- Record of offences (in employment only)
- Sex (including pregnancy and breastfeeding)

Work Refusal

A worker may refuse work where they have reason to believe that:

- a) any equipment, machine, device or thing the worker is to use or operate is likely to endanger themselves or another worker;
- b) the physical condition of the workplace or the part thereof in which they work is likely to endanger themselves;
- c) workplace violence is likely to endanger themselves; or
- d) any equipment, machine, device or thing they are to use or operate or the physical condition of the workplace or the part thereof in which they work or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger themselves or another worker. R.S.O. 1990, c. O.1, s. 43 (3); 2009, c. 23, s. 4 (2).

Work Term

A work term is a form of work-integrated learning, available in some programs, in which students complete a structured, full-time paid work experience that is relevant to the student's field of study and approved by Durham College as a suitable learning environment. A work term lasts 12-16 weeks and is typically a minimum of 420 hours.